

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE SUBJECT FOOD SERVICE SANITATION AND SAFETY STANDARDS	EFFECTIVE DATE 11/18/2002	NUMBER 04.07.103
	SUPERSEDES 04.07.103 (12/27/94)	
	AUTHORITY MCL 289.1101 et seq.; 791.203; United States Department of Health and Human Services Food Code	
	ACA STANDARDS 3-4302; 3-4303; 3-4305; 3-4318; 2-CO-4C-01; 3-ACRS-4C-07	
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POLICY STATEMENT:

The Department shall maintain food service sanitation and safety standards, as set forth in this policy.

RELATED POLICY:

04.03.102 Sanitation and Housekeeping

POLICY:

GENERAL INFORMATION

- A. For purposes of this policy, "Warden" includes the Administrator of the Special Alternative Incarceration Program facility (SAI), except as otherwise indicated.
- B. For purposes of this policy, "Technical Rule Violation Center" (TRV) means only those TRVs at which the Department provides on-site food preparation for offenders.
- C. For purposes of this policy, "offenders" means prisoners, parolees and probationers, unless otherwise specified.
- D. Food service employees at the DeMarse Training Academy are required to comply with all applicable standards set forth in Ingham County Health Department regulations. Food service sanitation and safety inspections shall be conducted in accordance with those regulations. Violations noted during such inspections shall be corrected in accordance with instructions issued by the Ingham County Health Department and the Manager of the Food Service Section, Correctional Facilities Administration (CFA).
- E. Employees and offenders at correctional facilities who are assigned to food service shall be required to comply with all applicable standards set forth in the current United States Department of Health and Human Services (USDHHS) Food Code and the current Michigan Food Law, being MCL 289.1101 et seq., including applicable standards issued by the Michigan Department of Agriculture. Post orders shall be issued identifying general food service sanitation and safety standards all employees assigned to work in food service are required to follow.
- F. The Manager of the Food Service Section shall ensure that copies of the current USDHHS Food Code are available to the SAI Food Service Supervisor and each CFA Food Service Director and TRV Manager, who shall ensure a copy is available for use by food service staff. Copies of the current Michigan Food Law and applicable Michigan Department of Agriculture standards shall be provided upon request.
- G. The Manager of the Food Service Section shall maintain an Offender Food Service Manual in conjunction with the Manager of the Environmental Affairs Section of the Physical Plant Division, Administration and Programs. The manual shall identify clothing and personal hygiene, health and sanitation requirements for offenders assigned to food service. The Manager of the Food Service Section shall provide a copy of the manual to each Warden and TRV Manager, who shall ensure a copy

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is made available for use by offenders assigned to food service and by food service employees at their respective facilities.

- H. The Manager of the Food Service Section also shall maintain an Employee Food Service Manual in conjunction with the Manager of the Environmental Affairs Section. The manual shall identify clothing and personal hygiene, health and sanitation requirements for food service employees in correctional facilities. Clothing requirements shall be consistent with PD 02.03.103 "Employee Uniforms" and PD 02.03.121 "Special Alternative Incarceration Program - Employee Uniforms", as applicable. The Manager of the Food Service Section shall provide a copy of the manual to each Warden and TRV Manager, who shall ensure a copy is made available for use by food service employees at their respective facilities. The Manager of the Food Service Section shall maintain a similar manual for food service employees at the DeMarse Training Academy and shall ensure a copy is available for their use.
- I. The SAI Food Service Supervisor and each CFA Food Service Director and TRV Manager shall ensure that a comprehensive food service housekeeping plan is maintained that is consistent with the sanitation standards set forth in the current USDHHS Food Code and the current Michigan Food Law. This shall include cleaning procedures and schedules to be followed by food service employees and offenders assigned to food service. The Manager of the Food Service Section shall maintain a similar plan consistent with Ingham County Health Department regulations for the DeMarse Training Academy.
- J. Food service supervisors shall require each offender and employee under his/her supervision to properly follow all applicable food service sanitation and safety requirements and standards. They shall be alert for any violations and take steps to correct any violations discovered. The Manager of the Food Service Section shall assume this responsibility for food service employees at the DeMarse Training Academy.
- K. Offenders and employees who refuse to comply with applicable food service sanitation and safety requirements or standards shall be removed immediately from the assignment pending investigation. Offenders may be subject to discipline pursuant to PD 03.03.105 "Prisoner Discipline", PD 06.04.105 "Special Alternative Incarceration Program" or PD 06.03.104 "Technical Rule Violation Program", as appropriate. Employees may be subject to discipline pursuant to PD 02.03.100 "Employee Discipline".

FOOD SERVICE EMPLOYEES

- L. All prospective food service employees shall be required to undergo medical screening pursuant to PD 02.06.111 "Employee Screening and Evaluation". On-going food service sanitation and safety training shall be provided to all food service employees in accordance with PD 02.05.101 "In-Service Training".
- M. Food service supervisors in correctional facilities shall wear uniforms as required in PD 02.03.103 "Employee Uniforms" and PD 02.03.121 "Special Alternative Incarceration Program - Employee Uniforms", as applicable.

OFFENDERS ASSIGNED TO FOOD SERVICE

- N. In CFA, prisoners shall be assigned to food service as set forth in PD 05.01.100 "Prisoner Program Classification", consistent with requirements set forth in PD 03.04.120 "Control of Communicable Bloodborne Diseases". In Field Operations Administration (FOA), offenders shall be assigned to food service pursuant to procedures developed by the FOA Deputy Director or designee.
- O. Each Warden and TRV Manager shall ensure a food service orientation program is developed for offenders assigned to food service at their respective facilities. Upon request, the Manager of the Food Service Section shall assist in the development of the orientation program. All offenders assigned to food service shall be required to attend the orientation program within five calendar days after being placed on the assignment. Offenders also shall be provided on-the-job training regarding food service sanitation and safety.

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- P. Offenders assigned to food service shall be provided state-issued clothing items for use on the assignment as required in the Offender Food Service Manual. This shall include hair covers and beard covers, as appropriate. The clothing items issued specifically for use on the assignment shall be worn only while on the assignment and while going directly to and from the assignment.
- Q. Staff designated by the SAI Administrator and each CFA Food Service Director and TRV Manager shall personally conduct an inspection of each offender assigned to food service in their respective facilities at the start of each shift to ensure they meet all clothing and personal health and hygiene requirements, including being free from any noticeable symptom of a communicable disease, cuts, sores and wounds. Offenders who display such symptoms or visible open or infected cuts, sores or wounds which pose a food sanitation or safety concern shall be referred immediately to health care and not permitted to work until medically cleared to return. However, offenders with minor cuts, sores or wounds may be required to cover the cut, sore or wound with an appropriate barrier (e.g., waterproof bandage; single-use gloves) if the barrier would eliminate the sanitation and safety concern, or be given only food service duties to perform that would not pose a food sanitation or safety risk, in lieu of sending the offender to health care.
- R. Whenever an offender assigned to food service is determined by health care staff to have a communicable disease or an open or infected cut, sore or wound which poses a food sanitation or safety concern, health care staff shall notify the Classification Director, or the SAI Administrator or TRV Manager or designee, as appropriate, so that the offender is removed from the assignment until medically cleared to return.
- S. Whenever an offender is medically cleared to return to a food service assignment with restriction, health care staff shall notify the Food Service Director, SAI Administrator, TRV Manager, or designee, as appropriate, of the restriction. In such cases, the offender shall be given only food service duties to perform that are consistent with the restriction. If such duties do not exist or the offender is medically unable to return to the assignment, the offender shall be reassigned as set forth in PD 05.01.100 "Prisoner Program Classification" or, in FOA, In accordance with procedures developed by the FOA Deputy Director or designee.

FOOD SERVICE INSPECTIONS IN CORRECTIONAL FACILITIES

- T. Wardens and TRV Managers shall ensure a systematic program for monitoring compliance with food sanitation and safety standards is established in their respective facilities. This shall include at a minimum, the inspections set forth in this section.

Internal Inspections

- U. Self-inspections of all food service areas (e.g., dining area; food preparation area) and equipment shall be conducted on each shift by appropriate food service staff to ensure food sanitation and safety requirements are being met. Appropriate corrective action shall be taken immediately for any violations found during these inspections; violations which cannot be corrected immediately shall be reported in accordance with facility procedures.
- V. Self-inspections of all food service areas also shall be conducted at least weekly by the Food Service Director or Assistant Food Service Director in CFA facilities and by the Food Service Supervisor in SAI and TRVs. The results of these self-inspections shall be documented in writing and submitted to the Warden, TRV Manager or designee, as appropriate, within two business days after the inspection. Information provided shall include all food service sanitation and safety violations found, including critical violations, corrective action taken and recommendations for corrective action not already completed. Wardens and TRV Managers shall ensure all corrective action is completed in their respective facilities in a timely manner.

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Annual Inspections

- W. An unannounced food service sanitation and safety inspection shall be conducted at least annually by a registered sanitarian, in accordance with standards issued by the Michigan Department of Agriculture. When a CFA Registered Sanitarian or the Manager of the Environmental Affairs Section conducts the inspection, s/he shall submit a written report identifying the results of the inspection, including all violations of the Department's Food Service Sanitation and Safety Program, time frames by which the violations are to be corrected and an overall evaluation of the food service operation, within 14 calendar days after the inspection. The report shall be submitted to the Manager of the Food Service Section with copies to the Warden or FOA Regional Administrator, as appropriate, and, in CFA, the appropriate Regional Prison Administrator. If the inspection is not conducted by a CFA Registered Sanitarian or the Manager of the Environmental Affairs Section, the registered sanitarian conducting the inspection shall be requested to submit a similar report within 14 calendar days after the inspection.
- X. The Warden or FOA Regional Administrator, as appropriate, shall ensure a Facility Inspection Response Report (CRX-113) is submitted to the Manager of the Food Service Section with copies to the FOA Deputy Director or designee or CFA Regional Prison Administrator, as appropriate, within 30 calendar days after receipt of the annual inspection report. The report shall include the date violations were corrected, why violations were not corrected and, if applicable, when the violations will be corrected. Any critical violations cited during the annual inspection must be corrected within time frames specified by the registered sanitarian.
- Y. Wardens and FOA Regional Administrators shall ensure an updated Facility Inspection Response Report is prepared within 90 calendar days after initial completion, and quarterly thereafter, to identify progress toward correcting cited violations, until the violations are corrected. Updated Facility Inspection Response Reports shall be distributed in the same manner as the initial facility inspection response report. Wardens and FOA Regional Administrators shall ensure that scheduled corrective action has been taken at their respective facilities and that implemented changes are being followed.

Report Retention

- Z. Inspection reports and facility inspection response reports shall be retained in accordance with the Department's Retention and Disposal Schedule.

FOODBORNE ILLNESS OUTBREAK

- AA. A foodborne illness outbreak is defined as an incident where two or more persons experience a similar disease or illness after eating a common food and laboratory analysis identifies that the food is the source of the disease or illness. All suspected foodborne illness outbreaks in a correctional facility shall be reported immediately by appropriate health care staff to the Warden or TRV Manager, as appropriate. Suspected outbreaks at the DeMarse Training Academy shall be reported to the Administrator of the Office of Training and Recruitment or designee. The Warden, TRV Manager or Administrator of the Office of Training and Recruitment shall ensure all of the following are notified:
 1. The Manager of the Food Service Section.
 2. The Administrator of the Bureau of Health Care Services, except if at the DeMarse Training Academy.
 3. The Manager of the Environmental Affairs Section.
 4. The appropriate CFA Sanitarian, except if at the DeMarse Training Academy. For TRVs and SAI, this shall be the CFA Sanitarian responsible for that geographic area.
 5. The local health department.

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6. Other staff as required by PD 01.05.120 "Critical Incident Reporting".

- BB. The Manager of the Environmental Affairs Section shall immediately notify the Food Service Sanitation Section in the Michigan Department of Agriculture of any suspected foodborne illness outbreak and act as the Department's liaison with that department. The Manager of the Environmental Affairs Section or designee shall assume full responsibility for conducting an investigation of the suspected outbreak, and related follow-up activities unless the local health department conducts the investigation. All employees shall cooperate fully with health officials and the Environmental Affairs Section in the investigation of suspected foodborne illness outbreaks.

OPERATING PROCEDURES

- CC. The FOA Deputy Director and Wardens shall ensure that procedures are developed as necessary to implement requirements set forth in this policy directive; this shall be completed within 60 calendar days after the effective date of the policy directive. This requirement includes ensuring any existing procedures are revised or rescinded, as appropriate, if they are inconsistent with policy requirements or no longer needed.

AUDIT ELEMENTS

- DD. A Primary Audit Elements List has been developed and will be provided to Wardens, FOA Regional Administrators and the SAI Administrator to assist with self audit of this policy, pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

WSO:OPH:10/11/02